

Probate Court Reporting Requirements

The following is an alphabetic list of reports that probate courts and judges must prepare and submit to the State Court Administrative Office. It contains the name of each report, its due date (if one), the form number (if one), who submits the report, and where the report is to be submitted. Included in the list are some orders which must be submitted upon entry. At the end of each list, reports with a specific due date are restated chronologically.

Alphabetic List

<u>Report and Due Date</u>	<u>Form Number</u>	<u>Submitted By</u>	<u>Send To</u>
Annual Budget At time of submission to or receipt from the local funding unit		Probate Court	Regional Office
Appointment of Court Officers Due as it occurs		Probate Courts	Central Office
Counsel Appointments Due 2/15		Probate Courts	*
Delay in Matters Submitted to Judge Due first business day of January, April, July, and October Plus 7 days	SCAO 27	All Judges through the Chief Judge	Regional Office
Delinquency Fiduciary Report Due first business day of January and July	SCAO 23	Chief Probate Judges	Regional Office
Financial Report Due 4/15	SCAO 17	All Judges	Regional Office
Judicial Annual Leave	SCAO 25a	All Judges	Regional Office
Michigan Trial Court Incident Report Due as it occurs		Probate Courts	Regional Office
Order for Administrative Closing Due as it occurs	PC 671	Probate Court	Central Office
Probate Court Caseload Due 1/30 for full year	SCAO 22	Probate Courts	*
Probate Court Caseload Verification Due 2/28		Probate Courts	*

Probate Court Reporting Requirements (continued)

Alphabetic List (continued)

<u>Report and Due Date</u>	<u>Form Number</u>	<u>Submitted By</u>	<u>Send To</u>
Report of Jury Fees Due 4/30, 10/31	SCAO 45	Probate Courts	*
Sealed Court Records Due upon entry of order	n/a	Probate Judges	Central Office
Transfer Orders (Sup Ct AO 1998-01) Due upon entry of order	n/a	Probate Judges	Central Office

*These reports are submitted electronically through a web-based application accessible through the Michigan Court Application Portal (MCAP) at <http://courts.mi.gov/mcap/>.

Chronological List

<u>Due Date</u>	<u>Report Name</u>	<u>Method of Submission</u>
January (first business day)	Delinquent Fiduciary	Paper
First business day of January + 7 days	Delay in Matters Submitted to Judge	Paper
January 30	Annual Caseload (Parts 1, 2, and 4)	CRS through MCAP
February 1	Judicial Annual Leave	Paper
February 15	Counsel Appointments	CAS through MCAP
February 28	Caseload Verification	CRS through MCAP
First business day of April + 7 days	Delay in Matters Submitted to Judge	Paper
April 15	Financial Report	Paper
April 30	Report of Jury Fees	Jury Fees through MCAP
July (first business day)	Delinquent Fiduciary	Paper
First business day of July + 7 days	Delay in Matters Submitted to Judge	Paper

Probate Court Reporting Requirements (continued)

Chronological List (continued)

<u>Due Date</u>	<u>Report Name</u>	<u>Method of Submission</u>
First business day of October + 7 days	Delay in Matters Submitted to Judge	Paper
October 31	Report of Jury Fees	Jury Fees through MCAP